

Newbattle High School Return to School Guide

August 2021



ACHIEVE

- ✓ I aim beyond my potential.
- ✓ I help others see their potential.
- ✓ I am ambitious about what we can achieve together.

#aimhigher



INCLUDE

- ✓ I welcome all.
- ✓ I look forward to working with everyone.
- ✓ I know it's important to be part of our community.

#aimhigher



MOTIVATE

- ✓ I take every opportunity.
- ✓ I encourage others when they need it.
- ✓ I make the most of every situation.

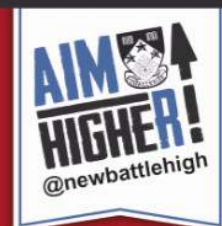
#aimhigher



RESPECT

- ✓ I see the best in myself.
- ✓ I make others feel valued.
- ✓ I show care for our community.

#aimhigher



The booklet breaks down into different sections with information and guidance on returning to school. We have considered the Scottish Government and Midlothian guidance when thinking about how we keep everyone as safe as possible.

1. What should I bring?
2. Arriving to School and School Transport.
3. School Timings and Timetable.
4. Keeping myself and others safe:
5. Lunch/Break arrangement.
6. Home Test Kits.
7. What if I feel unwell?



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1. What should I bring?

Please ensure you have clothing appropriate to a learning environment and weather conditions. Full school uniform should be worn. Classroom windows will be open to ensure they are well ventilated. You teacher will allow you to keep your jacket on in class if this is the case.

Pupils should bring a water bottle, a packed lunch and snacks. There will be no food/drink for sale in the school. Pupils who forget a lunch will be able to claim one at the Pupil Support office. Pupils who receive school meals should also bring a packed lunch as money for this is now paid directly to parent/carers.

Pupils should bring school bags with equipment for school such as pens, pencils and personal devices for learning. It is important that bags are always stored on the floor under desks. Pupils should bring PE kit on the days they have PE.

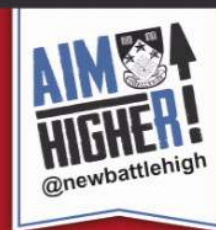
Pupils must bring their school Chromebooks or personal device fully charged if they have been issued one. There will be no devices available for classes, they have all been allocated to students. Further information on new S1 devices will follow.

S2-S6 pupils who do not have a device or forget your device please report to the pupil support office at the start of the day. Devices will not be issued during class time.

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2. Arriving to School and School Transport

Pupils who walk to school should aim to arrive no earlier than 8.15. School transport will run for pupils at normal pick up times and drop off times. Face masks should be worn at all times on school transport.

On arrival pupils should wait in the upper and lower school playground, and enter via the bitesite doors when directed. Pupils should not congregate in groups and maintain physical distancing.

Entry will not be permitted to pupil through the front main doors at any time in the school day.

In the event of extreme weather pupils will be directed to an appropriate zone before the start of the school day.

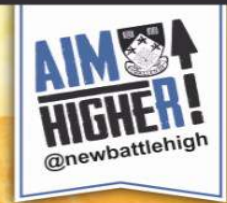
Pupils will be asked to clean their hands as they enter the school, zones or classrooms for the first time. Pupils should have face masks on before they enter the building. Face masks will be available to pupils if they require one. We ask that Parent/Carers drop children off further away from main doors to avoid large groups gathering.

With the exception of collecting Home Testing kits from the Sport and Leisure reception. Parent/carers will not be able to enter the school building at any time, if you wish to discuss a matter regarding your child please contact the school by phone.

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3. School Day and Timetable:

MONDAY – THURSDAY		FRIDAY	
1	08 30 – 09 18	1	08 30 – 09 18
2	09 18 – 10 06	2	09 18 – 10 06
3	10 06 – 10 54	3	10 06 – 10 54
BREAK		BREAK	
HR	11 09 – 11 24	HR	11 09 – 11 25
4	11 24 – 12 12	4	11 25 – 12 10
5	12 12 – 13 00	5	12 10 – 12 55
LUNCH		There are 33 teaching periods every week, plus five homeroom periods	
6	13 49 – 14 37		
7	14 37 – 15 25		

MONDAY – THURSDAY		FRIDAY	
1	08 30 – 09 18	1	08 30 – 09 18
2	09 18 – 10 06	2	09 18 – 10 06
3	10 06 – 10 54	3	10 06 – 10 54
HR	10 54 – 11 06	HR	10 54 – 11 09
BREAK		BREAK	
4	11 24 – 12 12	4	11 25 – 12 10
5	12 12 – 13 00	5	12 10 – 12 55
6	13 00 – 13 45	There are 33 teaching periods every week, plus five homeroom periods	
LUNCH			
7	14 37 – 15 25		

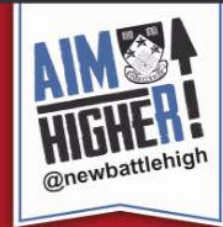
At the end of the school day all pupils will be asked to wash/sanitise their hands before they leave their final class. Year groups will be dismissed for the end of the school day at the following times: 15:16 – S1, 15:19 – S2, 15:22 – S3, 15:25 – S4-6.

Pupils should leave the school building from the bitesite doors to the playground and immediately vacate the school grounds and go home or get on their bus. Pupils will not be allowed back into the building.

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4. Keeping myself and others safe

Contact/ Tracing procedures.

Pupils will be asked to sit according to a seating plan in class. This will allow tracing if someone becomes unwell. It is important that you keep to this plan.

Social Distancing

Pupils and teachers will need to stay 2m apart, pupils should be mindful of this when in a class. Pupils should only leave their seat with permission from the teacher. Teachers will dismiss pupils from class one at a time to avoid congestion. Pupils should try and maintain their distance from each other and should not congregate in groups indoors. Pupils should keep to the left when walking in corridors.

Enhanced Hygiene

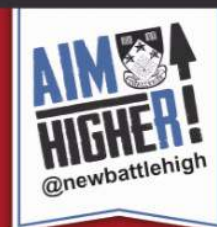
Everyone will be expected to wash hands regularly, it is especially important when entering or leaving the building. Hand sanitisers and wipes will be available in every classroom and at entrances/exit points in the school.

It is very important for everyone to clean their hands after eating and going to the toilet.

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Cleaning contact surfaces

Wipes will be provided for everyone to clean desks and equipment before and after use. There will be cleaners focused on cleaning the school through the day. Cleaning will also take place before the start of school and when pupils and staff leave.

Face Masks

Face masks must be used by pupils and staff in school unless exempt. Mask should only be removed when pupils are eating. Pupils should have mask on before they enter the building. Masks will be provided to pupils who do not have one.

Mobile Phones

Pupils mobiles must be on silent and out of sight during class. A teacher will direct the class if they are allowed to use mobile phones (as per equipped for learning policy), but this will **only** be for learning purposes and then put away again. We must limit distractions at a time when we are fully focussed on our learning. If this is not followed, we may ask for support of parent/carers in keeping mobiles at home.

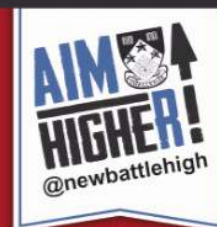
Contact Details (Parent/Carer)

Can we ask that parent/carers ensure that your contact details are correct. If you have recently changed phone number, email address or house then it is really important that you contact our office with the most up to date details.

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5. Break/Lunch arrangements

Morning breaks for S1 , S2 and S3 pupils will be outside unless there is extreme weather. S1 pupils should not leave the school grounds at break. In the case of extreme weather pupils will be directed to a zone that they can take their break in. S1 pupils should use the lower playground.

Designated lunch areas for S1,2 and 3 pupils are as follows:

BGE Lunch/BGE Wet Weather

- S1 Feature Stair Case seating 2 zones (via Bitesite entrance)
- S2 Bitesite (via Bitesite entrance)
- S3 Assembly Hall 3 zones (via Bitesite entrance)

Senior Phase Break/Lunch

Senior pupils may use their designated eating areas at break and lunch.

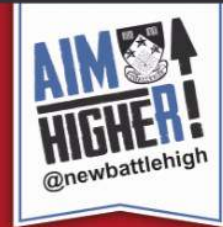
- S4 Bitesite including feature staircase.
- S5/6 ASG Theatre

Toilet facilities will be available during break and lunch.

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5. Break/Lunch arrangements (continued)

Senior pupils are encouraged to remain in the school grounds for lunch. However if choosing to leave pupils should be mindful of all the wider societal rules around COVID restriction such as when entering local shops were face masks and not gathering in large groups in the community.

Pupils should also show respect for their community by placing litter in bins and being polite and courteous to local residents.



6. Home Test Kits

We strongly recommend that all pupils register for home test kits and embark upon the twice weekly testing program of Sunday evening and Wednesday evening. The school community has also been asked to test 2 days prior to returning to school.

Consent form and home test kits can be obtained from the Sport and Leisure reception desk.

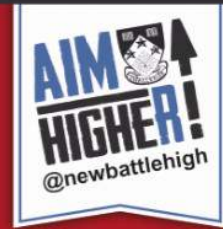
Pupils who are 16 and over can complete the consent form and collect themselves. Otherwise the consent form will need to be complete by a parent carer before a parent carer or pupil collects the kit.

Further details email S.Beck@mgfl.net

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7. What happens if I feel unwell?

If you feel unwell before you set off for school you should not attend school and your family should follow NHS advice. If you have symptoms of a fever, loss of smell/taste or develop a continuous cough at any time you should register for a test through the NHS website. You can arrange a test at the following web link.

www.gov.uk/get-coronavirus-test

If symptoms develop while at school we will get you to a safe place supervised by an adult until someone from home can be contacted to collect you.